



Pre-holiday Leave and Pass Counseling for Leaders and Soldiers

Reference ATP 6-22.1 The Counseling Process

The document serves as a tool to aid first-line leaders in counseling their Soldiers who are planning to be on pass or leave during any holiday period. This counseling is meant to encourage safety awareness, establish procedures for notifying the chain of command in case of an accident, and to ensure proper planning of travel time.

Effective Army leaders use a four-stage counseling process

- Identify the need for counseling.
- Prepare for counseling.
- Conduct the counseling.
- Follow-up counselling.

Counseling objectives

- First and foremost, this counseling is meant to encourage hazard awareness.
- Ensure Soldiers understand personal risk off duty and the risk mitigation process.
- Inform Soldiers of the appropriate process for notifying the chain of command should a mishap occur.
- Ensure Soldiers understand the trip planning process and mitigate their risk accordingly.

Recommended Leader Discussion Points for Pre-Leave Holiday Counseling

- Travel restrictions associated with official leave and pass differ from unit to unit. Do you understand the unit policy for leave and pass associated with travel? (N/A / YES / NO)
- Do you have an extended travel pass? (N/A / YES / NO)
- Are you planning extended travel outside the local travel area during the holidays? If so, how far will you be traveling and for how long? (N/A / YES / NO)
- Have you completed and signed a DA Form 31 for either pass or leave? (N/A / YES / NO)

To help ensure you make it back safely, you must be aware of the hazards you will likely face while you're away. The topics below provide common risk areas applicable to anyone during the holidays.

- Only drink alcohol in moderation. Use caution if you are going to mix alcohol and sporting events.
- Make a plan for all activities where alcohol will be available, not just driving. Do not operate a motor vehicle or other machinery after you have consumed alcoholic beverages or taken medication.
- Do not drive after drinking alcohol or taking medication that could cause impairment.
- Have a plan for transportation after you've been drinking, use your leader card or contact me at (xxx-xxx-xxxx) if you are in the local area.
- If you are outside the local area call a friend that has not consumed drugs or alcohol, a cab or a family member for assistance.
- Swim in approved areas only and ensure a lifeguard is present.
- Do not attempt to travel a long distance or a distance beyond your physical capabilities. Your circadian rhythm helps control your daily schedule for sleep and wakefulness. This rhythm is tied to your 24-hour body clock. Stop overnight if traveling beyond six hours.
- Ensure that you plan for adequate rest and eating while traveling.
- Factor rest breaks and meal periods into your driving time.
- Allow enough time for bad weather, heavy traffic, and other delays.
- Map your route and factor in drive time to account for possible delays – weather, traffic, road construction, etc. Mapping applications on your smartphone can help you anticipate some hazards, but use them before you depart, not while driving.
- Review route of travel with leadership and family or friends so in the event of a mishap or failure to arrive at estimated time we can inform authorities of your proposed route should they need to start looking for you.
- Ensure that you have adequate financial resources to return to your place of duty.
- Keep enough money in reserve to cover your trip back to the local area plus any unexpected expenses.
- Avoid domestic disturbances, if this issue should arise defuse it quickly or leave the area immediately
- Do not become involved in others' problems.
- Avoid establishments that create an environment for trouble.
- Do not visit off-limits establishments or other businesses/locations known for disturbances.
- Do not attempt to participate in activities that are clearly outside of your physical/mental capabilities or state of mind if affected by alcohol or medication.
- If drinking alcohol or taking medication that could cause impairment, do not handle firearms or participate in any other high-risk physical activities.
- In the event of a mishap, change of travel plans or weather related delay notify me or someone in the chain of command immediately so your pass or leave can be adjusted.

-

Leader Action Plan

- I will provide my Soldiers my contact information and be available to them at all times.
- I will provide my Soldiers a backup contact in the chain of command should I become unavailable. I will provide my Soldiers the contact information for the unit staff duty office.
- I will not allow other Soldiers to operate vehicles or endanger themselves if I believe them to be impaired. If I am unable to resolve this situation myself I will inform my chain of command immediately.
- I will take responsibility for other Soldiers around me by refraining from alcohol and acting as a designated driver or secure a sober ride for those too impaired to drive. I will use my leader card or contact my supervisor if necessary.
-

Leader Responsibilities

- I will ensure my Soldier understands the purpose and contents of the counseling.
- I will ensure my Soldiers understand this counseling and their responsibilities off duty.
- I will ensure my Soldier has a unit leader card and/or phone numbers of key leaders in their immediate possession.
- I will ensure my Soldiers have contact information for the chain of command.
- File copy of the counseling.
- I will keep a copy of all counseling statements and DA Form 31s.
- I will assist Soldier if required.
- I will help my Soldiers to the best of my abilities and seek further assistance if required.

Assessment / After Action Review

- Soldier returned from pass without incident
- Soldier safely returned to local area/unit.
- Soldier was delayed returning from pass and promptly informed the chain of command.
- Soldier notified chain of command of delays while returning to local area/unit.
- Soldier failed to return from pass at the specified time and did not notify the chain of command;
- Soldier did not return to local area/unit on time and failed to notify the chain of command.
- See additional counseling dated {INSERT DATE}.
- Additional counseling was provided {INSERT DATE}.

- Soldier was involved in an accident/incident while on pass that violated the specifications of this counseling and/or the verbal safety briefing which was administered at the time of counseling. See additional counseling dated {INSERT DATE}.
- Soldier suffered a mishap while defying the terms of his/her pass and pre-departure counseling.
- Soldier was involved in an accident/incident while on pass but did not violate his counseling.
- Soldier suffered a mishap that did not defy the terms of his/her pass and pre-departure counseling.